

Opportunity Grant Guidelines & Application Form



Submit SIX (6) complete sets (signed original, plus 5 copies) of the application and all support materials to:

MONTANA ARTS COUNCIL

PO Box 202201

Helena, MT 59620-2201

Land address (for Fed Ex, etc) mail to: 830 N Warren St First Floor, 59620

Telephone: (406) 444-6430 FAX: (406) 444-6548 Email: mac@mt.gov

Revised: 1-28-08

DEADLINES:

Applications will be reviewed until all funds for the fiscal year (July 1-June 30) are expended. Please call the Montana Arts Council to determine if there are funds available for your project, or with other questions.

Opportunity Grant applications must be **received** by the Arts Council by 5:00pm the first business day of the month and will be reviewed during a mid-month grant committee meeting. Incomplete applications, or those not strictly following the enclosed guidelines will not be considered.

Faxed or electronically transmitted applications cannot be accepted. Applicants are advised to carefully read and comprehend the following guidelines.

MATCH: Opportunity grants require a \$1 to \$1 match of cash and/or in-kind revenues.

Description: The Montana Arts Council (MAC) recognizes that artists and arts organizations may, from time to time, be presented with an **unexpected** opportunity or emergency. An “opportunity” is defined as an unusual and unique circumstance that provides a good chance for advancement or progress. To respond to these situations **only**, MAC offers Opportunity grants. The grants will not exceed \$1,000, and will depend on available funds as well as the nature of the request. These grants may only be used for one-time projects (see “What We Fund” below for examples.) Grants require a \$1 to \$1 match in cash and/or in-kind revenues. The Opportunity Grant Committee meets monthly by teleconference to review applications. Artistic excellence is included among the criteria considered by the panel.

- **Eligibility:** This program funds individuals, 501(c)(3) organizations and units of government. Funding for 501(c)(3) organizations or units of government is issued as a grant, and funding for individuals is issued as an expense reimbursement. Eligible individuals must have been Montana residents for at least one year. Due to limited agency resources, organizations that have received \$2,000 or more from the Montana Arts Council Public Value Partnership grants in the current fiscal year for which you are applying are ineligible for Opportunity grants. Applicants may receive no more than one Opportunity Grant per year. University projects are eligible only if they can prove solid and extensive outreach into the community at large. Individual applicants may not be degree-seeking students or university/college faculty members.

What We Fund:

- Grants of up to \$1,000 are available to both individuals and organizations.
- Grant funds support “*unique or unanticipated opportunities that provide a good chance for advancement or progress*” or grant funds also fund emergencies.
- These grants may be used for many types of one-time-only opportunities, including
 - Community cultural planning
 - Artist-inspired projects
 - Traditional and folk arts
 - Production of new work that demonstrates significant public impact and meets the grant criteria.

What We Do NOT Fund:

- Ongoing programs or projects that have already begun.
 - For example: We do not fund operating support for recurring summer programs. We do not fund projects that begin before the grant is reviewed.
- Projects that do not constitute opportunities or emergencies as defined on page 1.
- Projects where budgets don’t make sense or don’t balance.
- Projects that do not have the arts as the sole or primary focus.
- Events or projects that have already taken place or been completed (no retroactive funding).
- Production or promotion of video or dvd programs (unless, for example, the product is created to teach a specific art form).
- Production of radio, television or printed advertising, marketing, banners or the printing of programs.
- International travel.
- Scholarships, student projects, productions, or student performance tours to festivals or events.
- Festivals, craft fairs, annual events or ongoing projects (unless there is an unanticipated element or opportunity that arises for such an event that meets the grant criteria).
- “For-profit” ventures (for example, a book or cd that will be sold commercially, for profit).
- Incomplete or illegible applications.
- Professional development of artistic or business skills (please see the Professional Development Grant Application for those projects).

Your Grant Will Be Evaluated Based on the Following Criteria:

- The application provides a clear overview of the project and provides enough details so that those reviewing the application can comprehend the vision and full scope of the project.
- The project is of high artistic value for the community being served.
- There is public value to this project, and it extends beyond the individual or organization applying.
- The application is complete, and all information requested in the checklist is submitted.
- The project is an unexpected and unique opportunity or an emergency. An “opportunity” is defined as an unusual and unique circumstance that provides a good chance for advancement or progress.
- Arts are the focus of the project.
- The budget makes sense and balances.
- Grant funds requested cover costs eligible for funding.

Payment:

All funded projects, upon completion, must submit a project evaluation, financial report and/or a final report.

- Payments to **Organizations** are made upon receipt of the signed contract.
- Payments to **Individuals** are made as an expense reimbursement and are issued after MAC receives the final report **together** with all receipts associated with the grant project.
- Normal MAC turnaround for reimbursement checks is approximately 30 days.

Promotional Credit: If you receive a Montana Arts Council Opportunity grant, both the **Montana Arts Council** and the **National Endowment for the Arts (NEA)** must be listed as funding agents in all public announcements, news releases, publications, or information concerning the funded project. Both logos are provided with your contract, or you may download digital versions from our website: www.art.mt.gov.

Grant Review Process: All Montana Arts Council grant review meetings are open to the public. Opportunity grants are reviewed by the grant panel via teleconference at 10:00am on the second Tuesday of each month. The public may listen to these teleconference meetings at the Montana Arts Council office. Please call the office (406-444-6430) to confirm meeting time and inform us that you plan to attend.

Assurances: Federal regulations require grantees to provide assurances they will comply with the following: Labor Standards under Section 5(I) of the National Foundation on the Arts and the Humanities Act of 1965; Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213); Regulations Relating to Debarment and Suspension (45 C.F.R. pt. 1154) Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.); Lobbying with Appropriated Moneys (18 U.S.C. Sec. 1913); Hatch Act and the Intergovernmental Act of 1970 as amended by Title IV of the Civil Service Reform Act; Where applicable, “Buy American Act” (41 U.S.C. 10a-10c); The Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001 et seq.); National Historic Preservation Act of 1966; National Environmental Policy Act of 1969. A-133 Audit Requirements. For explanations of these assurances, please contact the Montana Arts Council.

Montana Arts Council Opportunity Grant Application Cover Sheet

PLEASE TYPE (This application may also be downloaded online at:
http://art.mt.gov/artists/artists_opportunity.asp)

Applicant: (Please check one) ☐ 501(c)(3) and our letter is on file with the Arts Council
☐ 501(c)(3) and letter is enclosed
☐ Unit of government
☐ Individual

Name: _____

Organization (if applicable): _____

Title or Type of artist: _____

Address: _____

City, State and Zip: _____

Daytime Phone: _____ **Evening Phone:** _____ **Cell:** _____

FAX: _____ **Email:** _____

Project or Program Title: _____ **Project Start and End dates:** _____ to _____

To be eligible, projects must not start before the project start date and must not be part of an ongoing project.

Brief Summary of Project:

Describe what grant funds will pay for (please be very specific):

Budget Summary: Fill in the following information

Proposed project cash revenue _____

Proposed Project In-kind revenue _____

Grant Amount Request _____

Total Project Expense (Cash & In-kind) _____

Authorizing Signature (Unsigned applications can not be considered)

Name (print): _____ **Title** _____
(For organizations)

Signature: _____ **Date** _____

Opportunity Grant Application

To be eligible for funding, you must:

Complete, Sign and Date the Application Form.

Unsigned applications can not be considered.

Submit SIX (6) complete sets of the Application Form and all Support Materials, listed below.

Complete and include the Checklist provided at the end of this application.

Support Materials:

Narrative: No more than **two (2)** typewritten pages, single-spaced, answering the following questions:

1. How does your proposed project meet the criteria of being an “*unusual* and *unique* circumstance that provides you or your organization with a good chance for advancement or progress” or “funds an emergency situation?” Please explain. (Opportunity grants cannot be used to fund ongoing programs of an organization or community, and must be used for one-time-only projects or emergencies.)
2. Who will benefit from this project and in what ways? Note: Individuals applying for funds must show a public benefit beyond yourself. Note: If your organization is a University applicant, explain how the project would benefit people other than just those who typically attend university events (students, faculty). University projects must have solid, extensive outreach into the community at large.
3. Who is responsible for carrying out this project and what are their qualifications? Please send resumes and work samples of the artist’s work. (Do not send originals. These materials will not be returned.)
4. Why is this application worthy of funding?

Synopsis of the project: No more than **one (1)** page. Clearly define exactly what the project is and how it relates to the arts. Please also include additional supplemental pages of pertinent information (bios, work samples, brochures, DVD’s, CD’s, etc.)

For Individuals:

Individuals applying should include a personal bio, resume, and/or work samples, along with information on others involved in the project, to demonstrate artistic excellence. (These materials may be returned only with SASE. Do **not** send original materials.)

For Organizations:

- A summary of the overall budget for the organization for the current fiscal year, and also a current list of members serving on its governing board.
- A brochure or a one-page history about the organization applying for the grant, in order to familiarize the grant panel with its background.
- If the organization has not applied for a Montana Arts Council grant before, include **one (1)** copy of your 501(c)(3) designation letter.

A complete project budget, attached separately, including income sources and expenses specific to the project. The committee encourages applicants to include cash, as well as in-kind, match in their budgets as demonstration of serious intent. Artist's time is considered a legitimate expense. See a sample budget in the "How to construct your budget" section below. (See page 6 for a sample.)

How to construct your budget

Your budget must include all of the expenses and revenue involved in accomplishing your project.

Expenses: This may include items like artist fees, travel, equipment rental or art supplies. Each expense item must be labeled clearly on a separate line. "State rates" listed below are only to be used as a guide, effective as of January 2008. For current rates please visit: <http://doa.mt.gov/doatravel/travelmain.asp>

Travel:	50.5¢	per mile (in-state)
Food:	\$23.00	per day (in-state)
Lodging:	\$60.00	per day, plus tax (in-state)

In-kind contributions are materials, equipment, goods or services that have monetary value and are being contributed to the project without cost to the applicant. An example might be donation of free motel rooms. These in-kind items must appear in both your expense column and your revenue column, as they are contributions to your project for which you have a matching expense.

Revenue means any income connected to your project. Include any cash contributions from individuals or foundations, revenue from ticket or publication sales, registration fees and in-kind contributions. Be sure to name the sources from which you are receiving these revenues in your budget. Also include your request to the Montana Arts Council. The total revenues must equal total expenses. If they do not, you must correct or explain the discrepancy.

Sample Budget:

Expenses:	
Artist Fees	\$700.00
Travel	
Meals (\$23 *5 days)	\$115.00
Hotel (\$64 *4 days)	\$256.00
Mileage (288 mi *.505/mile)	\$145.44
Gallery Space Rental (in-kind)	<u>\$100.00</u>
Total Expenses	\$1316.44
Revenue:	
Admissions (50@ \$10/each)	\$500.00
Gallery Space Rental (in-kind)	\$100.00
Sponsorships	\$166.44
Montana Arts Council Request	<u>\$550.00</u>
Total Project Revenue	\$1316.44

Opportunity Grant Checklist:

Please read, verify, and check (☑) ALL boxes!

Include one copy of this completed checklist when mailing application.

To be eligible for funding, ALL applicable boxes must be checked!

- ☐ I have signed and dated the Application Form page.
- ☐ This application does not come from an organization receiving a Public Value Partnership grant from the Montana Arts Council of \$2,000 or more this year.
- ☐ This project has not started before the grant review date (the second Tuesday of the month.)
- ☐ I have included all requested contact information on the Application Form page.
- ☐ Arts are the focus of my project.
- ☐ In the “Brief Summary of Project” box on the Application Form, I have summarized the project in a way that someone unfamiliar with my request can easily understand it. I have not used terms that only someone in my field of work will understand.
- ☐ In the “Describe what portion of the project these grant funds will pay for” box on the Application Form, I have specifically defined what portion of the costs this grant would cover.
- ☐ I have filled out the Budget Summary lines on the Application Form.
- ☐ In the Narrative I have answered the 4 questions asked, using two pages or less.
- ☐ In the Narrative, for Question 2, I have specified how the proposed project is “unanticipated.”
- ☐ I have included a detailed Synopsis of my project on a separate page.
- ☐ I have included a Complete Project Budget on a separate page.
- ☐ My budget balances and demonstrates that I need the grant.
- ☐ I have included an organization history and resume(s) or bios of the person/people involved including the person responsible for the project’s completion AND artists involved with the project. (Please include work samples that demonstrate the professionalism of the artist(s) involved.)
- ☐ I am submitting the signed original and 5 copies (six (6) complete sets) of my application including work samples and all support materials.

Additionally, FOR INDIVIDUALS ONLY:

- ☐ I am not a degree-seeking student or university/college faculty member.

Additionally, FOR ORGANIZATIONS ONLY:

- ☐ I have included a one-page history of my organization or a brochure about the organization.
 - ☐ I have included one copy of a 501(c) (3) designation letter
- OR** ☐ The Montana Arts Council has one on file.